

BRIEF FOR THE CIA CAREER COUNCIL

25X1A

SUBJECT: Proposed Regulation No. [REDACTED] Categories of Personnel

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1. Proposed Regulation No. [REDACTED] Categories of Personnel, is submitted for your consideration and comments.

2. This draft was prepared as a result of my discussion at the 14 November 1960 meeting of the Council (see paragraph 4 of minutes). It is intended to establish a structured appointment system somewhat similar to and compatible with those used in the Civil Service and the Foreign Service. This proposed system provides for the appointment of staff personnel as Career, Career-Provisional, Reserve, or Temporary depending on the planned use of the individual's services, the period during which it is expected that his services will be required, and his interest in and potential for career service with the Agency.

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3. The previous regulation No. [REDACTED] which dealt only with the Career Staff and its selection mechanisms, was rescinded effective 7 February 1961 as approved by the Council. Proposed procedures for the selection of Career Employees are described in paragraphs 2b(1) and (2) of the attached draft and are based on the decision of the Council to place principal responsibility for such selection in the heads of Career Services. It is proposed that individuals who were previously selected for membership in the Career Staff automatically be converted to Career Employees, as defined in the attached draft. This would be announced at the time the proposed Regulation [REDACTED] is published. 25X1A

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17 May 61

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## CATEGORIES OF PERSONNEL

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Rescissions: (1) R [REDACTED], dated 3 June 1953 and 15 November 1954  
(2) Paragraph 2 of R [REDACTED], dated 13 December 1954  
(3) CFR 5.1 a and b, dated 26 April 1951

### 1. GENERAL

This regulation describes the various categories of personnel in the Central Intelligence Agency, defines the intent of the Agency toward individuals serving in these categories, and establishes policies for the selection of CIA Career Employees.

### 2. STAFF PERSONNEL

a. The term "staff personnel" includes staff employees and staff agents.

Such personnel are appointed under the authority of the Director of Central Intelligence to serve in an employment relationship which entitles them to normal benefits provided by Federal law or regulation for appointed employees except as otherwise provided in Agency regulations. A staff agent must meet the same employment standards as a staff employee but performs his services under cover and is appointed in pseudonym for security reasons. Staff personnel must be citizens of the United States.

b. Staff personnel are appointed in one of the following categories, depending on the planned use of the individual's services, the period during which it is expected that his services will be required, and his interest

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in and potential for career service with the Agency: Career Employee, Career-Provisional Employee, Reserve Employee, and Temporary Employee. These categories are defined below.

(1) Career Employees

- (a) Career Employees are staff personnel who, having attained age 25 and having served a provisional period of at least 3 years in CIA, are selected for long-term service in the Agency. The selection of an individual for Career Employee status will be based on his job performance, his personal conduct, evidence of his intent and capability to fulfill the obligations of the Career Service to which he is assigned, and his potential for long-term service in CIA.
- (b) Staff personnel who have met the above criteria and who are recommended for Career Employee status by the head of their Career Service may be converted to such status by the Director of Personnel with the concurrence of the Director of Security. Service as a Reserve Employee or in a non-staff status (see paragraphs 2b(3) and 3 below) may be credited, when requested by the head of the appropriate Career Service, toward the required three-year provisional period after review and decision by the Director of Personnel in each individual case.

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(2) Career-Provisional Employees

(a) Appointment

Staff personnel who are employed with the intention that they shall attain Career Employee status will be appointed as Career-Provisional Employees.

(b) Trial Period

An individual who is appointed as a Career-Provisional Employee will serve in a trial-period status for the first twelve months of his employment in CIA, during which time a determination of his suitability for continued employment in the Agency will be made.

(c) Selection for Career Employee Status

- (1) Career-Provisional Employees who are 25 or more years of age will be considered for Career Employee status by the head of their Career Service when they complete their three-year provisional period.
- (2) The Director of Personnel will coordinate a review of Agency records of each employee to be considered for Career Employee status, including records of the Office of Personnel, Office of Security, Office of Training, and the Medical Staff, and will refer pertinent information to the head of the employee's Career Service.
- (3) The head of the Career Service will carefully evaluate

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the individual's suitability for selection as a Career Employee and will recommend to the Director of Personnel that the employee be converted to Career Employee status, or that decision be deferred for a period not to exceed one year, or that other specific action be taken.

- (4) Based upon the recommendations of the heads of the Career Services, the Director of Personnel will take appropriate action for each Career-Provisional Employee considered for Career Employee Status.

(3) Reserve Employees

- (a) Staff personnel who are employed with the intention of serving in a non-career status for a period of more than one year but not to exceed five years will be appointed as Reserve Employees. Reserve appointment may be renewed for additional periods of five years or less upon recommendation of the Deputy Director concerned.
- (b) Reserve appointments will be used to meet requirements for personnel when such requirements are believed to be of less than five years duration or to employ specialists or other individuals possessing special qualifications which are urgently needed by the Agency but who do not desire a career with the Agency.

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(c) Reserve Employees who demonstrate potential for and interest in a career in CIA may be selected as Career Employees, if otherwise eligible, upon the recommendation of the head of the Career Service concerned.

(4) Temporary Employees

Staff personnel who are employed with the intention of serving in a non-career status for a period of one year or less are appointed as Temporary Employees. Temporary Employees are employed to meet Agency requirements not expected to last more than a year or to fill seasonal jobs or continuing positions that are temporarily vacated.

3. NON-STAFF PERSONNEL

a. The following groups of individuals are non-staff personnel:

(1) Contract Personnel

Contract personnel are individuals whose services are acquired to meet Agency needs which, because of the nature of the duties to be performed or the qualifications required, cannot be met by the assignment of staff personnel. The Agency's relationship with these individuals is established in their contractual agreements.

(2) Consultants

Consultants are individuals with unusual or special skills, knowledge, or experience who are employed to serve in an advisory capacity. The

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Agency's relationship with these individuals is established in their contractual or employment agreements.

(3) Detailed Personnel

Detailed personnel include military personnel and civilian employees of other Government establishments whose services are acquired on detail to perform particular duties in CIA. Detailed personnel are associated with the Agency for periods specified by agreement with their parent organizations and receive the benefits to which they are entitled as members of such organizations.

- b. Policies concerning the procurement and utilization of the services of contract personnel, consultants, and detailed personnel are contained in Agency regulatory issuances which are applicable to these respective groups.